



National
Aeronautics and
Space
Administration

NASA Technical Officer Delegation for Cooperative Agreements with Commercial Firms

TO:	FROM:
RECIPIENT:	COOPERATIVE AGREEMENT NO.:

1. Pursuant to Section D of NPG 5800.1, Grant and Cooperative Agreement Handbook, you are hereby appointed the Technical Officer for the contract identified above. The Technical Officer's function is to serve as technical liaison between the recipient and the Contracting Officer/Grants Officer. The Technical Officer is responsible for monitoring all aspects of the recipient's performance.
2. It is important to remember that a cooperative agreement is an assistance instrument. Its purpose is to assist the recipient to accomplish the goals and objectives set forth in the Statement of Work. Nevertheless, it is important to ensure that the recipient's performance is monitored as set forth below and that Government funds are appropriately protected.
3. The following authority and responsibilities, when checked below, are hereby delegated to the individual appointed by paragraph 1 above:
 - ☐ Monitor recipient performance and immediately report all problems related to it to the Contracting Officer/Grants Officer. Keep the Contracting Officer/Grants Officer informed, either orally and in writing, of the status of the cooperative agreement and the recipient's performance on at least a semi-annual basis. Suspected failure of the recipient to make technical progress in accordance with the cooperative agreement should be brought to the attention of the Contracting Officer/Grants Officer immediately.
 - ☐ Ensure that NASA provides any required funding and non-cash contributions (personnel, facilities, etc.) to the recipient in a timely manner fully compliant with the terms of the cooperative agreement.
 - ☐ Ensure that the recipient provides all required reports in a timely manner. The following reports are required under this agreement:
 - ☐ Patent Reports
 - ☐ Performance Reports
 - ☐ Property Reports
 - ☐ Other: _____
 - ☐ Review recipient invoices and recommend approval/disapproval as appropriate. The recipient is required to complete all aspects of performance set forth in the cooperative agreement for each payable milestone prior to payment.
 - ☐ Recommend in writing to the Contracting Officer/Grants Officer any changes desired to the cooperative agreement. If the recipient proposes a change, obtain the recipient's written statement to that effect and forward it to the Contracting Officer/Grants Officer together with your analysis and recommendation. No change may be made to the cooperative agreement which has the effect of increasing NASA's contribution.
 - ☐ After completion of work, notify the Contracting Officer/Grants Officer when the recipient has met all requirements of the cooperative agreement.

☐ Other:

4. In order to record your actions as Technical Officer, you should set up and maintain a file of correspondence and memoranda for record of oral actions and decisions. This file is considered a segment of the official contract file and should be forwarded to the Contracting Officer/Grants Officer at the conclusion of the cooperative agreement.
5. This appointment is effective upon acceptance and shall remain in effect until close-out and final payment of the assigned cooperative agreement or until terminated in writing by me or other appropriate Contracting Officer/Grants Officer.
6. This delegation as Technical Officer does not in any way alter or supersede your existing relationship with your supervisor.

TYPED NAME OF CONTRACTING OFFICER/GRANTS OFFICER

SIGNATURE OF CONTRACTING OFFICER/GRANTS OFFICER

DATE

THE ABOVE DELEGATION IS HEREBY ACCEPTED

TYPED NAME OF TECHNICAL OFFICER

SIGNATURE OF TECHNICAL OFFICER

DATE

SPECIAL INSTRUCTIONS

The Technical Officer is requested to sign and return the original of this document to the Contracting Officer/Grants Officer and retain one copy for his or her file. The recipient is requested to retain this letter in its official file.